

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Management Analyst
Position Number: 58106154
Division: Legal Services
Band/Salary: 6/\$16.88 - \$20.05/hr DOQ
Status: Permanent/Full-Time
Location: Helena
Union: No
Supplement: No
Closing Date: May 14, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced technical environment. To perform successfully as a Management Analyst, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires the ability to communicate effectively and respectfully with co-workers. If you have the ability to make sound decisions and be accountable for them, we encourage you to apply.

The position performs substantive duties associated with protecting confidential tax materials including federal tax information, maintaining security requirements, federal/state information exchange, and other disclosure related work. The incumbent is responsible for ensuring the department appropriately safeguards the integrity of confidential taxpayer information, assuring Montana citizens that their confidentiality will be maintained and instill confidence in our tax system while maintaining continued access to federal, state and/or local records. The incumbent is responsible for researching legislative intent, conducting studies and special projects regarding impacts of existing, new, or emerging legislation (state and federal), and reviewing the department's policies and administrative rules for consistency. The incumbent is responsible for ensuring that the administrative rules process is maintained and adheres to the requirements of the Montana Administrative Procedures Act and the Secretary of State. The incumbent will assist in the development of long-term strategies and management work plans for the unit.

The Management Analyst is responsible for assisting the Program Manager with the duties of the Disclosure, Rules and Policy Unit of the Legal Services Office. In the Program Manager's absence the Management Analyst will act as liaison to the federal and state government agencies the department does business with and act as the department's appointed Rule Reviewer. In that capacity the Management Analyst should have knowledge of:

- state and federal laws and regulations regarding the confidentiality and safeguarding of citizen and governmental tax information;
- Montana's public records laws, the tax code and rules; and the Taxpayer Bill of Rights;
- Montana Administrative Procedure Act (MAPA);
- legal terminology and phraseology;
- business letter writing, business English, spelling, grammar; research methods and techniques;
- related word processing, spreadsheet, database, document management, and software applications/programs; and
- negotiation and conflict resolution techniques.

The Management Analyst should have the ability to:

- think creatively and recommend innovation solutions;
- interpret, explain, and apply laws, regulations and complex policies of multiple or highly specialized programs;
- follow issues through to completion;
- conduct legal and technical research using related methods and techniques to identify critical elements and issues;
- develop and present information before groups;
- plan, organize, implement, and evaluate special projects;
- analyze information, identify problems, define alternatives, and develop recommendations for management and/or administrators;

- perform liaison activities in a work setting;
- coordinate activities requiring complex arrangements;
- provide timely and effective written, oral, and interpersonal communication;
- compose a variety of business related documents;
- research, compile and organize information and check citations;
- deal tactfully and effectively with other agencies and the public;
- perform timely and accurate work; and
- follow oral and written instructions and often proceed with no instructions.

The above competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to a 4-year degree in business or public administration, and four years work related experience in the following areas: tax administration; federal/state tax laws; confidentiality and privacy of public records; or other related fields. Candidates with a similar combination of education, experience may also be considered. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$35,000 / yr is:

Wages:	\$35,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 2,415.00

Total Average Wage Package \$44,495.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

Voluntary Employees' Beneficiary Association (VEBA): The successful applicant will be required to join the "Voluntary Employees' Beneficiary Association" (VEBA). The Montana VEBA HRA is a pre-retirement and post-retirement health reimbursement plan.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.